# POSITION DESCRIPTION

**Directorate:** Infrastructure Canberra (iCBR)

**Position Number:** P38596

**Division:** Delivery – Transport and Civil (DT&C)

**Classification:** Senior Officer Grade B

**Business Unit:** Environment and Planning

**Location:** Canberra City / Hybrid

**Last Reviewed:** November 2026

**Position Title:** Director, Environmental Management

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well as demonstrate the related signature behaviours.

## DIRECTORATE OVERVIEW

iCBR's vision is to enrich and connect our communities through sustainable and transformative infrastructure, places and spaces. At iCBR, we are the Territory's expert on capital infrastructure and our purpose is to efficiently develop, deliver and maintain infrastructure, places and spaces with our partners, for our community.

Our strategic priorities:

- Our people and our culture at our heart
- Excellence in service
- Partnering for success
- Better tools for outstanding outcomes.

We value safety, integrity, respect, excellence, innovation and collaboration and we uphold Yindyamarra to respect, honour, be kind, be gentle and be careful in every aspect of our work.

Our core functions:

- Supporting the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated property management and maintenance services across the ACT Government property portfolio.
- Leading the development, procurement and delivery of large scale infrastructure projects for the ACT Government.

- Coordinating and shaping the ACT Infrastructure Plan and Pipeline, and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.

Providing strategic advice, expertise and assurance across the ACT Government and decision-makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

## DIVISION OVERVIEW

Within iCBR, DT&C is responsible for the procurement and delivery of Tier 1 and 2 infrastructure projects for the people of Canberra. This includes projects such as the Light Rail Stage 2 program of works, Roads Infrastructure projects and Waste Infrastructure projects. The division also supports partner directorates, including City and Environment Directorate (CED), City Renewal Authority (CRA) and Suburban Land Agency (SRA), in the delivery of tier 3 projects through provision of procurement and contract management services. Within DT&C there are a range of teams who support the delivery of these projects, including the Program Delivery Office, the Commercial branch, Civil Infrastructure branch, Transport branch and the Waste Infrastructure branch.

## POSITION OVERVIEW

The Director, Environmental Management sits in the Transport branch and will report to the Environment and Planning Lead. They will be expected to lead the Environmental Management workstream and provide support to the planning approvals, design development, and general Transport and Civil portfolio of projects as required. They will be expected to liaise closely with staff and project advisors across iCBR, Delivery Contractors, Independent Certifiers (IC), Technical Advisor/s and within the ACT Government, in additional to external organisations as necessary.

The primary responsibilities for the Director, Environmental Management are:

- Co-ordinate with and monitor delivery of Transport projects, including relationship management with the key delivery contractor and the Independent Certifier(s) to assist them in fulfilling project requirements in relation to land and environment planning approvals and compliance during the delivery phases.
- Lead environmental management oversight for construction activities, including erosion and sediment control, contaminated sites, regulatory reporting, material handling, and noise impacts.
- Develop and maintain close working relationships across technical and design, construction and project communication disciplines, to proactively anticipate and respond to emerging issues across the project.
- Manage, coordinate, liaise and negotiate with senior representatives within the ACT Government agencies to ensure the land, environment, sustainability and planning processes for the project are followed.
- Co-ordinate project requirements in relation to land and environment planning approvals and compliance, including National Capital Authority Works Approvals, ACT Development Approvals and Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (Cth) approval requirements.
- Manage iCBR's compliance with EPBC Act approvals for the Transport projects, including the rehabilitation of Golden Sun Moth habitat project associated with the Light Rail 2A project.
- Provide Land Environmental Planning Approvals support across the Transport and Civil projects portfolio as required.
- Manage and participate on inter Directorate and project working groups and report back on any relevant issues to the Transport Executive.

- Prepare a range of complex communication documents, including responses to enquiries, correspondence, reports and presentations relating to Land Environmental Planning Approvals
- Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS) best practices, and the ACTPS Values and Signature Behaviours, to maintain a safe, healthy and fair workplace for all staff.
- This position is responsible for staff supervision and management including but not limited to performance management and identifying areas for professional development.

## WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

**Professional/Technical Skills and Knowledge**

1. Demonstrated working knowledge of ACT and Commonwealth Government legislative requirements in gaining and monitoring compliance with planning and environmental approvals for large scale civil infrastructure projects.
2. Experience in construction environmental management, including the principles of erosion and sediment control, material handling, contaminated land management and regulatory reporting, and noise impact management approaches.
3. Excellent oral and written communications skills, demonstrated in preparation of complex briefs and correspondence, negotiation with stakeholders and effective teamwork.

**Behavioural Capabilities**

1. Well-developed interpersonal skills, demonstrating an ability to liaise, negotiate with a diverse range of stakeholders to deliver high quality outputs and results under pressure.
2. Demonstrated understanding and commitment to the ACT Government and iCBR Values framework, RED framework, WHS best practice and industrial democracy principles and practice.

**Compliance Requirements / Qualifications**

***Highly Desirable:***

- A relevant environmental science, management or engineering degree (or Equivalent).
- Experience in managing contaminated land and hazardous materials in the context of civil infrastructure projects.
- Ecological or habitat restoration experience including rehabilitation of degraded native grasslands.
- Experience in Infrastructure Sustainability rating schemes and their application to major Projects.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this role and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

| ADMINISTRATIVE | FREQUENCY |
|---|---|
| Telephone use | Frequently |
| General computer use | Frequently |
| Extensive keying/data entry | Occasionally |
| Graphical/analytical based | Frequently |
| Sitting at a desk | Frequently |
| Standing for long periods | Occasionally |
| Designated workstation | Occasionally |
| **STANDARD HOURS** | **FREQUENCY** |
| Flexible working hours (access to flex time) | Occasionally |
| Fixed or specified start/finish times | Occasionally |
| Expected to work extensive hours over a significant period due to the nature of the duties | Occasionally |
| Access to Accrued Days Off (ADO's) | Never |
| Peaks and troughs | Occasionally |
| Frequent overtime | Never |
| Rostered shift work | Never |
| **SOCIAL DEMANDS** | **FREQUENCY** |
| Work with others towards shared goals in a team environment | Frequently |
| Work in isolation from other staff (remote supervision) | Occasionally |
| Working in a call centre environment | Never |
| Working directly with the public | Occasionally |
| **PHYSICAL DEMANDS** | **FREQUENCY** |
| Distance walking (large buildings or inter-building transit) | Occasionally |
| Working outdoors | Never |
| **MANUAL HANDLING** | **FREQUENCY** |
| Lifting 0 – 5kg | Occasionally |
| Lifting 5 – 10kg | Occasionally |
| Lifting 10kg+ | Never |
| Climbing | Never |
| Reaching | Never |
| Bending/squatting | Never |
| Push/pull | Never |
| Sequential repetitive movements in a short amount of time | Never |
| **TRAVEL** | **FREQUENCY** |
| Frequent travel – multiple work sites | Occasionally |

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|---|---|
| Frequent travel – driving | Occasionally |
| Frequent travel – interstate | Never |
| **SPECIFIC HAZARDS** | **FREQUENCY** |
| Working at heights | Never |
| Exposure to extreme temperatures | Never |
| Operation of heavy machinery e.g. forklift | Never |
| Confined spaces | Never |
| Excessive noise | Never |
| Low lighting | Never |
| Handling of dangerous goods/equipment | Never |
| Working with asbestos | Never |
| Potential to encounter agitated customers | Occasionally |
| Exposure to potentially distressing case material | Never |
| **OTHER** | **FREQUENCY** |
| Uniform required | Never |
| Personal Protective Equipment (PPE) required | Occasionally |